

**9 DECEMBER 1998**



**Personnel**

**UNION-MANAGEMENT RELATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-7, Employee and Labor Relations Management. This instruction provides direction needed by all supervisors and management personnel to help maintain proper relations with employees and the Union. It states the OO-ALC Commander's policy for labor-management relations and provides directives and procedures to make sure that all related transactions are carried out in a uniform and proper manner. It applies to all Hill AFB and tenant organizations serviced by the Civilian Personnel Office (CPO) at Hill AFB.

**SUMMARY OF REVISIONS**

This revision updates organization titles and symbols, and corrects numbering. A (I) indicates a revision from the previous edition.

**1. BACKGROUND .** The provisions of Title VII of the Civil Service Reform Act have necessitated changes in our relationship and responsibilities in dealing with the local Union. In addition to the new law, there is the AFMC/AFGE Master Labor Agreement and the Local Supplement which require awareness and compliance.

**2. POLICY :**

2.1. All management personnel and supervisors share the responsibility to actively participate in a program of full and positive support to improve relations with the labor organization at Hill AFB through meaningful collective bargaining. Guidelines from the Office of Personnel Management, Merit Systems Protection Board, the Federal Labor Relations Authority, and all levels of the federal government will be followed.

2.2. To have the best labor relations program possible, each supervisor and manager must be very familiar with all applicable labor agreements. It must be understood and accepted that contractual relationships now exist which define the rights and obligations of both parties and that close observance of these rights and obligations is mandatory by all parties to avoid labor disputes.

### 3. RESPONSIBILITIES :

#### 3.1. Labor and Employee Management Relations Branch (OO-ALC/DPCE):

- 3.1.1. Is the formally established labor relations advisor to the Commander and the staff.
- 3.1.2. Provides information and guidance to directors, chiefs of staff offices, tenant commanders, and supervisors on labor-management relations.
- 3.1.3. Plans and schedules training in labor relations as required.
- 3.1.4. Coordinates on publications and major policy changes relating to personnel policies, practices, working conditions, and other labor-relation matters applicable to Hill AFB.
- 3.1.5. Arranges for distribution of information about labor relations policies, instructional opportunities, items of interest, and so forth.
- 3.1.6. Leads negotiations and consultations with the Union as required.
- 3.1.7. Ensures timely response in the daily contacts with the Union through the efforts of Labor Relations Specialists or Employee Relations Specialists servicing each organization.
- 3.1.8. Provides the expertise necessary to ensure the terms of all labor management agreements, including the processing of grievances filed under negotiated grievance procedures, are correctly and properly applied.

#### 3.2. Directors, Chiefs of Staff Offices, and Commanders will:

- 3.2.1. Distribute labor relations guidance initiated from the Ogden Air Logistics Center (OOALC) Labor Relations Officer or higher authority.
- 3.2.2. Provide a central point of contact to OO-ALC/DPCE for screening, coordinating, and approving all standard organization publications and policy on labor agreements.
- 3.2.3. Coordinate with OO-ALC/DPCE when bargaining obligations occur because of changes in past practices or implementation of procedures which affect personnel policies or working conditions.
- 3.2.4. Contact OO-ALC/DPCE as the command focal point for all formal communications with the Union which need command policy or contract interpretation. Questions regarding internal correspondence with Union Stewards should be referred to OO-ALC/DPCE to ensure compliance with negotiated agreements.
- 3.2.5. Coordinate with OO-ALC/DPCE before local application on Hill AFB of any proposed publications or policies that originate from their higher headquarters which refer to any personnel policy, practices, or working condition. One copy of such document will be sent to OO-ALC/DPCE.
- 3.2.6. Coordinate with OO-ALC/DPCE before publication and issuance of any locally produced publications on personnel policies, practices, or working conditions. Refer to AFI 37-160, Vol-

ume 1/AFMC Supplement 1, Table 3.1, when forwarding such publications to OO-ALC/DPCE. It is important that OO-ALC/DPCE be informed of any changes to publications in order to determine the impact these changes may have on labor organizations. Send OO-ALC/DPCE one copy of the final for their action. If more copies are needed for Union review, OO-ALC/DPCE will ask for the number needed.

3.2.7. Ensure completed AFMC Forms 949, Union/Employee Official Time Permit, are forwarded immediately to OO-ALC/DPCE.

3.3. Supervisors will:

3.3.1. Have full knowledge of all articles in existing contracts that affect their area of responsibility.

3.3.2. Ensure actions taken do not conflict with applicable labor agreements.

3.3.3. If uncertain as to the appropriate interpretation of the contract, contact OO-ALC/DPCE on matters of interpretation and application of contract terms to get early advice from Employee Relations or Labor Relations Specialists.

3.3.4. Be alert to all situations which may require notifying or consulting with the Union. Coordinate with OO-ALC/DPCE before changing any past practice or implementing new procedures that affect personnel policies or working conditions which will require bargaining with the Union.

3.3.5. Ensure a coordinated management position has been agreed upon before discussing labor-management relations matters with Union representatives.

3.3.6. Ensure that answers to written communications from the Union are promptly answered and comply with the provisions of the Master Labor Agreement. Coordinate with OO-ALC/DPCE when appropriate.

3.3.7. Maintain positive working relations with Union Stewards, meet with them on proper labor-management business, and ensure labor-management business is properly carried out.

3.3.8. View the labor contracts as "living" documents subject to continuing improvement in coverage, use, and control. Problems that arise from vague language contract recommendations, or problem areas should be reported or identified to OO-ALC/DPCE, the assigned Employee Relations Specialist, or the organization's central point of contact.

3.3.9. As required by Article 4.10 of the Master Labor Agreement, complete AFMC Form 949 for all appropriated-fund employees in the American Federation of Government Employees (AFGE) bargaining unit and submit them to the organizations central point of contact on a timely basis.

3.4. The Judge Advocate (OO-ALC/JA) will:

3.4.1. Take part in labor agreement negotiation and give legal advice and assistance in related matters.

3.4.2. Check correspondence related to labor relations matters, coordinate on all command replies, and assist OO-ALC/DPCE in developing labor relations policy.

3.4.3. Ensure that labor-management relation matters sent for coordination meet legal requirements.

3.4.4. Advise commanders, staff offices, supervisors and other management officials of the legal implications of labor relations matters.

3.4.5. Act as a management representative in grievances processed under labor arbitration procedures, unfair labor practice actions, and unit determination.

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